



## RESEARCH AND DEVELOPMENT DIVISION

### MISSOURI STATE HIGHWAY PATROL

#### CAREER OPPORTUNITY BULLETIN

**JOB ID: 1580**

**TITLE:** ADMINISTRATIVE ANALYST I OR II

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**DESCRIPTION:** An Administrative Analyst position exists within the Missouri State Highway Patrol's Research And Development Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This is a technical position where the employee assists in the development, analysis, and evaluation of procedures, forms, records, communications, operations, and accreditation. The individual in this position will assist in the management of all activities associated with maintaining accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA). Work is performed under close supervision from a designated supervisor; however, the employee will work independently within established guidelines.

Click [HERE](#) for a more detailed job description.

**QUALIFICATIONS:** **Administrative Analyst I:** Possession of a high school diploma or equivalent and four years of technical or professional experience in public or business administration.

**Administrative Analyst II:** Possession of a high school diploma or equivalent and one year as an Administrative Analyst I with the Missouri State Highway Patrol; or possess at least five years of technical or professional experience in public or business administration, including one or more years in the analysis and/or development of methods and procedures, or forms design.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,313.00; however, salary may be commensurate with experience.

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

The tentative start date for this position is within 30 days of the interview.

**ADDITIONAL INFORMATION:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

**POSTING DATE:** October 6, 2021

**CLOSING DATE:** Open Until Filled

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.